

Central Falls School District Building Committee
August 24, 2010
Minutes of the Meeting

The Central Falls School District Building Committee meeting was held in the Academic Enhancement Center of Central Falls High School, 24 Summer Street, Central Falls, on Tuesday, August 24th.

At 11:34 a.m., Frances Gallo, Superintendent of Central Falls Schools, called the meeting to order. Committee members present were: Frances Gallo, Giovanna Venditti, Kathy Gaouette, Ed Vandette, Ellen Eggeman, Marie Twohey, and Joe Nield. Committee members not present were Sonia Rodrigues and Anna Cano-Morales. Other attendees were: Joseph da Silva, Mario Papitto, and Brian Zigmond.

Voting members in attendance were: Frances Gallo, Giovanna Venditti, Kathy Gaouette, Ed Vandette, Ellen Eggeman, Marie Twohey, and Joe Nield. Voting members not in attendance were: Sonia Rodrigues, and Anna Cano-Morales.

The minutes for August 16th were discussed and reviewed by the members. A motion to approve the minutes was made by Mr. Nield, seconded by Ms. Gaouette, and approved unanimously.

An update was given on the ESCO pre-bid that was held on August 24th at 9:00 a.m. by Mr. da Silva. The pre-bid tour was conducted only at the Central Falls High School. Three potential vendors attended. It was noted that the vendors were not from the state approved list. Vendors on the state list operate nation-wide and for none of them to attend the pre-bid indicates that the advertisement did not reach everyone; therefore it was recommended that an RFP notice be sent directly to the vendors on the state approved list. It was also recommended that the pre-bid become optional rather than mandatory since there was enough information on the facilities available.

A motion to amend the RFP, advertise the RFP, and make the pre-bid optional was made by Ms. Gaouette, seconded by Ms. Venditti, and unanimously approved.

Studio JAED reviewed their assessment of the schools' facilities. The committee was given a list of findings that was not yet prioritized. The committee members were asked to review it so they could provide their input. The full prioritized list would be presented for discussion on August 30th.

The issue of the elevator at Ella Risk School was discussed. It was not on the list but it was asked to be included.

Items that could pose a substantial cost were discussed as well as items that might need to be brought up to fire code. Some of the items mentioned were roofs, sprinklers, and windows. It was recommended to the committee that they may want to ask Studio JAED to go to the fire board to ask for variances so those items could be included into a five year plan. An asset protection plan should be in place as well. Captain Hunt and Calcutt, Too were not part of the list yet but would be included.

There was a brief discussion regarding the \$1.1M renovation work that had been done at Captain Hunt and Calcutt, Too previously. The committee was reminded that in August of 2009 a vote had been taken to button-down the Captain Hunt building so the committee could be advised but that the vote was ignored and work had continued. It was agreed that in moving forward things would need to be done differently.

Although the list that was provided by Studio JAED captured the fundamental issues within the schools, some of these identified issues could possibly be addressed by the ESCO.

Ms. Venditti gave a review of the \$5M bond expected budget that had been worked on with Ms. Eggeman. The items that were reviewed were services, hazmat, acoustical, soft costs and the ESCO as well as permits and legal fees. Ms. Venditti agreed to assist Ms. Eggeman in formulating a more detailed budget for the committee to review. It was stated that there were still outstanding housing aid forms for the Captain Hunt/Calcutt, Too work with a deadline for submission of August 31st. Ms Eggeman stated she would work on getting this material from the previous receiver who had worked on the paperwork.

Acquiring a commissioning agent and a clerk of the works was recommended and discussed.

Purchasing procedures were discussed. Ms. Twohey had concerns about authorizing Studio JAED to be the Owner's Representative in an ESCO agreement for the district. The discussion was about whether or not the proposal would be considered a separate bid or part of their initial cost within their original contract. City policy states that anything over \$10,000 has to go out to bid. It was clarified that at the August 16th meeting the committee had recommended that Studio JAED's proposal be recommended to the Central Falls Board of Trustees for approval as long as the proper procedures were followed. It was agreed that the next steps would be to get feedback from the City's legal department on the appropriate procedures. Ms. Twohey agreed to secure the decision from legal.

Ms Twohey also understood the need for written protocols for the different processes and stated she would bring those in for the committee to review.

Dr. Gallo received a memo dated August 17th from Ms. Healey officially appointing Ellen Eggeman, Joe Nield and Marie Twohey to the committee. The building committee bylaws would be given to the Board of Trustees for an approval vote and then it would be sent out to all of the building committee members.

The next meeting will be on Monday, August 30 at 1:00 p.m. at the Central Falls High School in the Academic Enhancement Center.

A motion was made by Ms. Venditti to adjourn the meeting, seconded by Ms. Eggeman and unanimously approved.

The meeting ended at 12:42 p.m.